

30 July 1958

REPORT OF THE COMMITTEE ON FORMAT OF
THE FDD PERSONNEL ASSIGNMENTS ROSTER

1. The committee met yesterday. Present were: [redacted] (chairman). It agreed on the following recommendations.

a. The use of the titles "Senior Project Officer" and "Project Officer" should be dropped. [redacted] said that he thought the purpose for which these titles were instituted was a good one, but this roster was not the proper means for it.

b. The term "Project Administrator" should be used for the GS-12's to whom it applies, followed by a dash and the subjects for which this officer is responsible. The word "Major" should be dropped, as superfluous for this roster.

c. In view of the different ways in which they will be used, flexibility should be allowed the branches in the designation of the GS-12 who is assistant area chief. He need not be identified with a project or projects, but may be simply listed as "Assistant Chief."

d. Generally, an area chief should be simply listed as "Chief", with no subject specialties following this term.

e. The roster should not try to list employees exactly in the order of their grades when this conflicts with its main purpose of identifying clearly who is responsible for what subjects or other duties. Under an area, the chief and the two GS-12's should be listed first; thereafter, the subjects should be listed in the way that is most logical and convenient for reference. Where there is no conflict with the latter (e.g., if two employees have the same subject), the senior employee should have prior listing.

f. Except for the first word, and as required elsewhere by the ordinary rules, lower case letters shall be used for listing subject responsibilities. E.g., "Manufacturing, communications, construction," not "Manufacturing, Communications, Construction."

g. The use of the title "Mr." should be eliminated, but "Miss" and "Mrs." retained, to identify sex in the case of unfamiliar first names and enable callers to address women by the appropriate title.

h. The term "acting" should be dropped from a position title on this roster as soon as the branch chief or other official responsible is satisfied that the incumbent is the person for the job, even if it has not yet been possible to promote him to the grade specified for the position.

2. There was some other discussion, not resulting in specific recommendations, which I will report at our division staff meeting, so that I can be corrected by other members of the committee if I report incorrectly the "sense of the meeting."

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